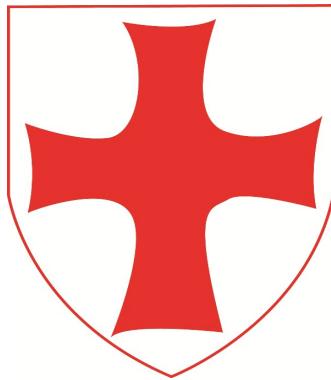


**St. Robert Southwell Catholic
Primary School
A school in the trusteeship of**



Diocese of Westminster



RECRUITMENT AND SELECTION PROCEDURE

Adopted by governors on: 7th July 2009

Reviewed & Reapproved by Governing Board: January 2022

Next Review: January 2023

Approved & Signed by: *P. Manning*

P. Manning – Chair of Governors



MISSION STATEMENT

Our mission is to create an educating Christian community which reflects the values of the Gospel within the traditions of the Roman Catholic Church.

- a community which will develop the whole person
- a community which works closely with parents and parish
- a community which values each child as a unique individual with particular gifts and needs
- a forward-looking community which serves its members and the wider society
- a community in which we will lead those in our care to grow in their faith whilst benefiting from an enriching education.

Summary:

Following Jesus' footsteps and inspired by St Robert Southwell we work hard, aim high and treat everyone with honesty and gentleness

Vision Statement

Aiming for Excellence – Being The Best We Can Be

- At School, At Home and in the Community
- Developing children who achieve well, are confident and are happy
- Young people who live their faith positively and contribute to the common good

Wellbeing & Mental Health Vision

To support everyone's wellbeing and mental health, so that they can be the best they can be, are happy together, resilient, ready to learn and succeed.

- Empowering everyone in the community to be emotionally literate
- Enabling stakeholders to develop strategies to manage their emotional wellbeing and mental health.



PROCEDURE

Summary

This Recruitment and Selection Procedure has been produced in line with "Safeguarding Children and Safer Recruitment" document which came into force on 1st January 2007. This procedure aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

Recruitment and selection procedure statement

St Robert Southwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

St Robert Southwell is committed to attracting, selecting, and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience, and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.

Purpose

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair, effective and economic manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently, and fairly with all internal and external applicants.

Scope

The procedure applies to all employees and governors responsible for and involved in recruitment and selection of all school-based staff. Where a Headteacher or Deputy Headteacher is being appointed the Governing Board will consult with the LA about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Board. The Governing Board has delegated the responsibility to the Headteacher for appointing other than those to the leadership group.

Aims and Objectives

To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process

To ensure a consistent and equitable approach to the appointment of all school-based staff.



St Robert Southwell Catholic Primary School
Aiming for Excellence - Being the Best We Can Be

To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

To ensure the most cost-effective use is made of resources in the recruitment and selection process.

Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection should be carried out by a panel with at least two members. At least one panel member should have received training on the recruitment and selection process through the NCSL online training package or by attending an LA workshop on Safer recruitment.
- Selection should be based on a minimum of completed application form, shortlisting and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised.
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Equal Opportunities

St Robert Southwell is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. St Robert Southwell acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Procedure is the foundation for all its activities.

Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed this training successfully prior to the start of the recruitment process.



Pre-recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

Leave a positive image with unsuccessful applicants who may currently be involved in the school or customers of the LA or future employees.

Give successful applicants a clear understanding of the post and what is expected of them

Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

Application Form

A standard application form should be used to obtain a common set of core data from all applicants.

Job Description and Person Specification

An accurate job description is required for all posts. A person specification is a profile of the necessary requirements for the post.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.

Ideally, references should be sought on all short-listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

Interviews

The interview should assess the merits of each candidate against the job requirements and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.



Interview Panel

Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g., for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel should:

- have the necessary authority to make decisions about appointments.
- be appropriately trained, (one member of interview panels in schools should have undertaken the training 'Safer Recruitment' (Section 3 in this document)
- meet before the interviews to:
- reach a consensus about the required standard for the job to which they are appointing.
- consider the issues to be explored with each candidate and who on the panel will ask about each of those.
- agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people.
- his/her ability to support the authority/establishment's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history.
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss considering the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)



Conditional Offer of Appointment: Pre-appointment Checks

An offer of appointment to the successful candidate should be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g., GTC registration, QTS status (unless properly exempted), NPQH.
- a satisfactory DBS Enhanced Disclosure.
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non-teaching posts) satisfactory completion of the probationary period.
- Verification of eligibility to work in the UK.
- a satisfactory Disqualification by Association declaration

St Robert Southwell will liaise with the Personnel Provider in order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks should be:

- confirmed in writing.
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations); and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- the candidate is found to be on List 99 or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

the facts should be reported to the police and/or the Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team).

Post Appointment Induction

There should be an induction programme for all staff, governors and other volunteers newly appointed in an establishment, including teaching staff, regardless of previous experience. For further information please refer to the Guidance document or the DCSF document "Safeguarding Children and Safer Recruitment in Education "